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Talauega E.V. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
DHR Director

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Deputy Director,
Personnel/Administration

Faagau Steve Lefiti
Deputy Director,
WIOA

**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

Job Title: <i>Grant Writer</i>		Posting Date: <i>April 19, 2022</i>	Serial No.: <i>120-21</i>
Department/Division: <i>Public Information/Personnel</i>		Closing Date: <i>April 25, 2022</i>	Announcement No.: <i>050-21</i>
Type of Position: <i>Permanent Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-13/ \$18,340- \$48,760.pa.</i>	

General Description: To boost funds for making and the constant upgrade of high-quality equipment to embrace ever-changing technology, the Grant writer will lead the development of grant proposals for the Office of Public Information/ KVZK TV to select philanthropic foundations, federal funding agencies, and grant making film institutes and funds. As a part of these duties, the Grant Writer will manage the research, drafting, approval process, ad production of proposals involving many stakeholders.

Key Duties and Responsibilities:

- Assess current programming and foundation interest to identify potential funding opportunities, in cooperation with OPI/KVZK-TV executive management
- Research and explore funding opportunities with federal/government agencies as well as grant-making film organizations and funds
- Liaison with departments, agencies and authorities
- Develop, compile, draft, and produce grant proposals as well as interim and final reports required by donors
- Manage internal coordination and communication procedures around proposal/grant tracking and oversight
- Perform other administrative and writing duties as needed

Knowledge, Skills and Ability:

- Excellent writing, analytical and research skills are essentials
- High level computer skills required
- Must have solid knowledge of creating budgets related to proposals and grants
- Be proficient in research, interpreting and analyzing diverse data
- Able to work independently to achieve stated goals
- Must be self-motivated, detail oriented, highly organized and fluent in sales presentation

This is an Equal Employment Opportunity Employer

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799

Ph: (684) 633-4485 / Email: hr@americansamoa.gov / Fax: (684) 633-1139

"Here To Serve"

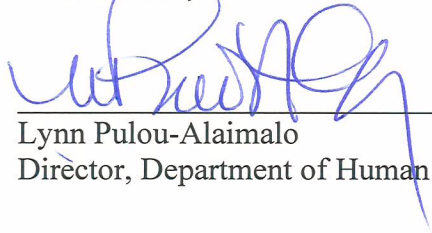
- Wiling to work hard and find funds for the television station
- Professional appearance and a very positive attitude
- Must demonstrate the ability to balance multiple projects deadline environment and to work successfully as a member of a team

Academic and Experience Requirements:

- Applicant must have a Master Degree from an accredited college plus 2 years of working experience OR Bachelor Degree from an accredited college plus 4 years and 2 years of supervisory capacity
- Applicant should have a 5-7 years work experience in fundraising and grant-writing. Demonstrating a track record in successful proposal development
- Years of progressively responsible working experience may be substituted for portion of the academic requirement
- Salary will be adjusted according to experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, **or please contact the Recruitment unit at 633-4485/633-4000.**

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources